

MEMORANDUM FOR CONTRACTORS: REQUEST FOR INFORMATION

SUBJECT: Request for Information (RFI) for nonpersonal services to support the Language Exploitation Branch, National Media Exploitation Center (NMEC), Defense Intelligence Agency (DIA).

INTRODUCTION

It is the Virginia Contracting Activity (VACA) intent to obtain information in the form of capability statements (See SUBMITTAL INSTRUCTIONS, a. and b., below) pertaining to the state of the industry for providing the below Scope of Work tasks. All functions shall take place at the NMEC or at other locations at the discretion of NMEC management.

PURPOSE

This document serves as the RFI of the VACA contractor community pursuant to FAR 15.201(e) “Exchange with industry before receipt of proposals”. Responses to this RFI will be assessed to identify sources that are considered best qualified to meet future requirements. Best qualified sources are those sources which demonstrate the greatest depth and breadth of skills, experiences and knowledge relevant to the mission, goals, and objectives of the VACA.

ANTICIPATED SCOPE OF WORK

The VACA’s Request For Proposal (RFP) will establish requirements for the award of a nonpersonal services Cost-Plus-Fixed-Fee type contract for support in the following areas:

- Identification of possible intelligence derived from collected Foreign Language data (Analytic skills)
- Triage and exploitation of data, media, and documents per customer requirements
- Database management, usage, and population for translations and products
- Foreign language translation, including gisting, summaries, and full translations
- Human Language Technology (HLT) support
- Reporting of intelligence information found in foreign language material including serialized reports (e.g. IIRs)
- Translation management and workflow support
- Quality Control and Quality Assurance measures documentation against tasks

This possible contract will define specific support to be provided for each of the above services. This support will include on-site work primarily in Bethesda, Maryland, but may include work assignments at other locations, based on the needs of the government to include possible deployment.

INFORMATION DESIRED

It is requested that interested and qualified sources respond with a capability synopsis broken into the following sections:

- a. Relevant corporate knowledge and experience related to the services identified above:
 - (1) Identify no more than five relevant contracts held within the last five years. For each contract, provide:
 - (a) the contract number and awarding agency/office;
 - (b) the Full Time Equivalent (FTEs) provided;
 - (c) the subcontractors that were on the team and their % of participation; and
 - (d) the name, address, commercial phone number, classified and unclassified e-mail addresses of the contract officer and the contracting officer's representative.
 - (2) Describe the contract support tasks provided and explain why it is relevant.
 - (3) Describe how corporate knowledge and experience gained through contract performance could be a benefit to the VACA in the future, pertinent to this RFI scope.
 - (4) Any other specific and relevant information about this particular area of interest that would improve the consideration and evaluation of the information presented is desirable.

Note: Interested organizations must demonstrate and document, in any capability statements submitted, extensive experience with and the ability to perform the above tasks.

- b. For relevant employee skills and experience, address the following:
 - (1) Identify and describe specific skills and experience of the company that are relevant to the mission of the DIA.
 - (2) Describe why skills and experiences are relevant.
 - (3) Describe how employee skills and experience could benefit DIA's mission in the future.
- c. The facility clearance held by the company.
- d. For personnel availability, describe the availability of a minimum of fifteen TOP SECRET SCI-cleared personnel meeting the requirements of ICD 704 eligibility and possessing skills needed to fulfill these requirements.

e. Potential Teaming Arrangements (if applicable)

(1) Describe whether the company would intend to fulfill the subject requirement alone, or whether a teaming arrangement would be anticipated (the Government recognizes that one contractor may or may not possess all the necessary knowledge, skills, and experience needed to fulfill future Statement of Work objectives). If knowledge, skills or other expertise may be obtained through teaming arrangements, it is sufficient to describe the additional expertise gained through the teaming but the team members need not be identified.

(2) Explain how knowledge or experience gained through teaming will benefit the DIA.

f. Identify any known, or potential, organizational conflicts of interest that may result from a successful offer, and briefly describe how the organizational conflicts of interest will be mitigated.

ANTICIPATED ACQUISITION MILESTONES

Should the Government decide to solicit and award a contract(s), it will be subject to the availability of FY24 funding.

SUBMITTAL INSTRUCTIONS

- a. All submissions in response to this RFI are to be received electronically via email to Phillip.Boyd@dodis.mil, Richard.Hamby2@dodis.mil, and Jessie.Thompson@dodis.mil no later than 1600 DC LOCAL TIME on 07 Jan 2023. To aid the Government's review, submissions are limited to no more than 20 pages. A page is defined as each face of a 8-1/2 x 11 inch sheet with information contained within an image area of 7 x 9 inches. Type size shall be a 12-point proportional font. Briefings and/or briefing charts in lieu of written responses are not desired. Tables, charts, graphs, diagrams and figures shall be used wherever practical to depict organizations, systems and layout, implementation schedules, plans, etc. These displays shall be uncomplicated, legible and shall not exceed 8-1/2 x 11 inches. Foldout pages shall not be used. For tables, charts, graphs and figures, the text shall be not smaller than 12-points. Elaborate formats, bindings or color presentations are not required. Elaborate brochures or documentation, binding, detailed art work, or other embellishments are not required nor are they desired. Respondents should provide their responses in softcopy form. Responses should not exceed a 5MB email limit for all items associated with the RFI response.
- b. Interested offerors must provide the following: 1) company name and address; 2) point of contact; 3) phone/fax/email; 4) NAICS Codes, 5) business size and status, type of small business if applicable (e.g. 8(a), women-owned, HUB Zone Small Business, etc.) and 6) capability information in response to the requirement.

c. For this RFI, the Contracting Officer is Mr. Bruce Edwards, 703.735.6236,
Bruce.edwards@dodis.mil

QUESTIONS

Questions regarding this announcement shall be submitted in writing by e-mail to Phillip.Boyd@dodis.mil, Richard.Hamby2@dodis.mil, and Jessie.Thompson@dodis.mil. Verbal questions will NOT be accepted. Answers to questions will be posted to SAM.GOV no later than 16 Dec 2022. The Government does not guarantee that questions received after 05 Dec 2022 will be answered. The Government will not reimburse companies for any costs associated with the submissions of their responses.

DISCLAIMER

This RFI is not a Request for Proposal (RFP) and is not to be construed as a commitment by the Government to issue a solicitation or ultimately award a contract. Responses will not be considered proposals now will any award be made as a result of this synopsis.

All information contained in the RFI is preliminary as well as subject to modification and is in no way binding on the Government. FAR clause 52.215-3, "Request for Information or Solicitation for Planning Purposes", is incorporated by reference in this RFI. The Government does not intend to pay for information received in response to this RFI. Responders to this invitation are solely responsible for all expenses associated with responding to this RFI. This RFI will be the basis for collecting information on capabilities available. This RFI is issued solely for information and planning purposes. Proprietary information and trade secrets, if any, must be clearly marked on all materials. All information received in this RFI that is marked "Proprietary" will be handled accordingly. Please be advised that all submissions become Government property and will not be returned nor will receipt be confirmed. In accordance with FAR 15.201(e), responses to this RFI are not offers and cannot be accepted by the Government to form a binding contract.